HALL MEMORIAL LIBRARY COMPUTER AND INTERNET USE POLICY

Introduction
The Hall Memorial Library provides access to computers and the Internet to further our mission of providing materials and services to help residents of all ages and abilities meet their personal, educational, recreational and professional needs.

Internet
The Internet is a rich information source, and offers a variety of material that enables the Hall Memorial Library to enhance and supplement its existing collection. It is used to communicate internationally and to provide access to ideas, information, and commentary from around the globe .

Software
The library provides access to variety of software programs such as: Microsoft Word, Excel, Paint, Photo Editor, PowerPoint, Publisher, Access, ResumeMaker.

Waiver of Responsibility and Liability
The Library is not responsible for restricting access to the Internet other than to enforce a time limit. As with other library materials, supervision of a child's use of the Internet is the responsibility of the parents or guardians. The Library does not assume responsibility for the accuracy, quality, or timeliness of information, nor the unauthorized access of financial or personal information entered on public access computers either by other users or third parties. The Hall Memorial Library shall not be liable for the actions of anyone using it public computers, including accessing the Internet. The library shall not be liable for the transmission of computer viruses from using the library's computers.

Patron Responsibility
Patrons are expected to have a basic level of computer knowledge. The Library staff's availability to help users with basic computer usage or with Internet access may be limited due to scheduling.

Users may not alter the computers or software in any way, including downloading programs. Users are responsible for any damage, intentional or unintentional, to the software or hardware.

Users must comply with the United States copyright law, Connecticut obscenity statutes, and all other applicable laws. Users may not use the workstation for any unlawful activities.

Patrons are expected to use the Internet in a manner appropriate to a public facility that is used by patrons of all ages. Misuse of the computer or Internet access will result in suspension of Internet access privileges and may also result in loss of all library use privileges.

By signing on to use any of the Hall Memorial Library's computers, users agree to abide by the library's computer use policies and procedures.

Computer/Printer Problems
If users experience any problems using the computer and/or the printer, please report the problem at the reference desk or the children's desk. Please do not attempt to fix problems, turn off the computer/printer, reboot the system or do routine tasks such as filling paper.

2/2014

INTERNET USE PROCEDURE

1.   Patrons who want to use the computer workstations must register at the Reference Desk in the Reference Room or at the Circulation desk in the Children's Department.

2.   Registration is for one hour. If no one is waiting, another hour may be granted.

3.   Registration must be done in person, on a first-come, first-served basis. No advance or phone registration.

4.   No more than two persons are allowed at the workstation at one time.

5.   Downloading and saving to disks, CDs and memory sticks is permitted. The library sells formatted floppy disks and CDs for $1.00, memory sticks for $5.00.

6.   Printing will cost $.10 per page for black and white, and $.25 for color.

7.   By signing on to use any of the library's computers, users agree to abide by the library's computer use policies and procedures.

REMEMBER: Appropriate behavior is required at all times at the workstation, in the Reference Room, and throughout the Library. Patrons are expected to use the Internet in a manner appropriate to a public facility that is used by patrons of all ages. Misuse or abuse of the computer or Internet access will result in suspension of Internet access privileges and may also result in the loss of all library privileges.

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